



CALIFORNIA AIR RESOURCES BOARD

DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ASSISTANT DIVISION CHIEF EXAM CODE: 7AR05

HOW TO APPLY

Applications are available and may be filed in person with or mailed to:

AIR RESOURCES BOARD
Personnel/Examination Section
1001 "I" Street/P.O. Box 2815
Sacramento, CA 95812

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

FINAL FILING DATE: March 16, 2007

Applications (Std. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

SALARY RANGE: \$8,219 - \$9,061

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Air Resources Board within the past three years and/or the final filing date.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during April/May 2007.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

One year of supervisory experience over a program in the California Air Resources Board at a responsibility level equivalent to Air Resources Supervisor II.

OR II

Five years of professional engineering, scientific, or managerial experience in air pollution control work, two years of which shall have been in an administrative capacity involving the planning and direction

of a major program of air pollution control, motor vehicles emission control, enforcement program, or other related specialized field of air pollution control work. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Air Resources Supervisor II.)

THE POSITION

The Assistant Division Chief assists in the development, implementation, and direction of programs within a division of the California Air Resources Board; coordinates the activities of the division with those of other divisions and the Executive Office; assists in determining division policies and procedures; obtains, monitors, and allocates available budgetary and personnel resources within the division; assists in the prioritization of the division programs and allocates available resources; consults with the Division Chief and members of executive management regarding policy and program development and evaluation; responsible for special projects as directed by the Division Chief, Executive Officer, or the Board Members; acts as Division Chief in the Chief's absence; prepares correspondence and reports.

Position(s) exist in Sacramento and/or El Monte.

EXAMINATION INFORMATION

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SCOPE

In addition to the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

A. Knowledge of:

1. Engineering principles relating to air pollution control.
2. Methods of collecting and analyzing air quality data.
3. Methods used for determining meteorological characteristics of an area.
4. Factors involved in planning and carrying out programs of emission control.
5. Principles involved in the measurement of chemical and physical characteristics of the air.
6. Principles involved in automatic recording instruments for measuring and recording air pollutants.
7. State, Federal, and local air pollution control programs.
8. Principles and techniques of personnel management, training, and supervision.
9. Departmental and State of California Equal Employment Opportunity and Upward Mobility programs and goals.

B. Ability to:

1. Plan, organize, and direct the work of a professional and scientific staff engaged in the analyzing, monitoring, evaluating, and measuring of air pollution.
2. Establish and maintain cooperative relationships with individuals and organizations contacted in the course of the work.
3. Speak and write effectively.
4. Analyze situations accurately and adopt an effective course of action.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ASSISTANT DIVISION CHIEF
IA22/3878 EXAM CODE: 7AR05**

FINAL FILING DATE: MARCH 16, 2007

ELIGIBLE LIST INFORMATION

A departmental eligibility list will be established for the California Air Resources Board. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE CREDITS and CAREER CREDITS are not granted in promotional examinations.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov".

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Kimberly Russell at (916) 327-3515** three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Kimberly Russell at (916) 327-3515** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board (SPB) offices, local offices of the Employment Development Department, the Air Resources Board and at SPB's website @ <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For specific examination questions, contact the Exam Unit at (916) 327-3515.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

